

Public Service and Trust Commission
Jury Communications Review Committee (JCRC) Meeting Minutes

The monthly meeting of the Jury Communications Review Committee (JCRC) was held at 10:00 a.m. on Tuesday April 2, 2013 in Conference Room 133 at 225 Spring Street, Wethersfield, CT.

Members Present: Esther Harris (Chair), Ms. Shari DeLuca, Chief Ines Nieves, Chief Russell Downer, Attorney Karen A. Berris (via conference call) and Ms. Carolina E. Marin.

Members Not Present: Ms. Roberta Palmer and Attorney Stephen Ment.

The following issues were discussed by attendees:

- 1) Reviewed and approved minutes from 3/5/2013.
- 2) Reviewed Reminder Notices for all court locations. Reviewed the following for accuracy: arrival times, court locations, pre-recorded message and clerk's office phone numbers, and inclement weather TV and radio stations. Changes and corrections made as needed. Reviewed all notices for plain language and made changes to be consistent with previously reviewed jury forms and correspondence. Will update directions to courts on back of reminder notices once the Access to Facilities Committee finishes reviewing and updating directions.
- 3) Other Business:
 - a. Information on Jury Administration website needs to be reviewed and updated.
 - b. Per vital documents request, Jury Service Summons and Warning Notices need to be translated to Spanish and other commonly used languages.
 - c. LEP languages chart/poster should be posted in jury rooms in all court locations.
- 4) The meeting adjourned at 11:24 a.m.
- 5) The next JCRC meeting is scheduled for Tuesday May 7, 2013 in room 133 at 225 Spring Street, Wethersfield, CT. Members may also attend via conference call. Phone number and codes will be e-mailed upon request prior to meeting.